

# ASSISTANT INFORMATION SYSTEMS ANALYST AND ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)



CALIFORNIA  
STATE  
GOVERNMENT

OPEN – SPOT, SACRAMENTO

LM96 -- 1479 7PB0901

LM92 -- 1470 7PB0902

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**EXAMINATION TYPE** This is an open – spot examination for Sacramento. Applications will not be accepted on a promotional basis. Career credits do not apply.

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated on this bulletin may apply.

**HOW TO APPLY** Applicants must apply using the following method:

Applicants **MUST** complete and submit an application **VIA THE INTERNET**. If you meet the minimum qualifications, you will be scheduled to take the written test in Sacramento, at Cal Expo. There will be a \$7 fee for parking. Please note that Sacramento is the **ONLY TESTING LOCATION** available for this examination.

To apply using the State Personnel Board Internet Application Process, go to [www.spb.ca.gov/employment/exam\\_start.htm](http://www.spb.ca.gov/employment/exam_start.htm). Applicants will complete their application and respond to questions regarding their ability to meet the minimum qualifications. An immediate minimum qualification determination will be made by the on-line system. If an applicant qualifies, he/she will be allowed to select a time to take the test. **Please print the Notice to Appear for Written Test and bring it along with a photo identification card to the written test site.**

**APPLICATIONS WILL ONLY BE ACCEPTED VIA THE STATE PERSONNEL BOARD INTERNET APPLICATION SYSTEM. PLEASE DO NOT MAIL OR DELIVER A COMPLETED STATE APPLICATION FORM (STD. 678) TO THE STATE PERSONNEL BOARD, AS IT WILL NOT BE ACCEPTED FOR THIS EXAMINATION.**

**If you meet the entrance requirements for the Assistant Information Systems Analyst and for the Associate Information System Analyst (Specialist), you may apply for both examinations on a single application through the internet application process.**

## APPLICATION DEADLINE

On-line applications must be submitted by **5:00 p.m. Pacific Standard Time (PST)** on **April 6<sup>th</sup>, 2007**, the final filing date. On-line applications submitted after **5:00 p.m. PST** or after the final filing date will not be accepted for any reason. Any application not submitted using the SPB internet application system will not be accepted for any reason. It is the applicant's responsibility to ensure sufficient time is allowed to complete the on-line application before **5:00 p.m. PST** on the final filing date. All applicants that have not completed the entire on-line application process prior to the final filing deadline will not be accepted.

## SPECIAL TESTING ARRANGEMENTS

Candidates with disabilities who require special application filing and/or testing arrangements should call the State Personnel Board, Examination Services Unit at (916) 653-1502 or TTY (916) 654-6336.

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## WRITTEN TEST DATES

The written test will be held on **May 5<sup>th</sup> and May 6<sup>th</sup>, 2007**, at [Cal Expo](#).  
**Note:** There will be a \$7 charge for parking at Cal Expo.

## REQUIRED IDENTIFICATION

**Note:** Accepted applicants will be required to bring either a photo identification card or two forms of signed identification to the written test.

## SALARY RANGE

**Assistant: \$3,004 - \$4,516**

**Associate: \$4,467 - \$5,703**

## ELIGIBLE LIST INFORMATION

An open – spot eligible list for Sacramento will be established for the use of all State agencies/ departments. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

## REQUIREMENTS FOR ADMITTANCE TO EXAMINATION

**Note:** All applicants must meet the education and/or experience requirements for this examination by **April 6<sup>th</sup>, 2007**, the final filing date.

## MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

### Assistant

#### Either I

One year of experience in the California state service performing duties comparable to an Information Systems Technician (Range C), a Computer Operator (Range C), or a Programmer I (Range B).

#### Or II

**Experience:** One year of progressively responsible analytical experience in performing a variety of information technology systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks, including independent analysis in one or more of these areas.

#### Or III

**Education:** Completion of at least 60 semester or 90 quarter units at a recognized college or university, of which 12 semester or 18 quarter units are comprised of information technology-related coursework.

### Associate

#### Either I

One year of experience in the California state service performing duties comparable to an Assistant Information Systems Analyst (Range C); Programmer II; Information Systems Technician Specialist II; Information Systems Technician Supervisor II; Computer Operations Specialist II; or Computer Operations Supervisor II.

#### Or II

**Experience:** Eighteen months of progressively responsible analytical experience in performing a variety of information systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks. At least one year of this experience must include completion of analytical studies for the support, development, installation, implementation, or procurement of information technology systems.

#### Or III

**Education:** Equivalent to graduation from a recognized college or university with a minimum of 24 semester or 36 quarter units in information technology-related coursework. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

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**POSITION DESCRIPTION**

**Assistant**

Under supervision, incumbents perform work of average difficulty in analytical studies for the support, development, installation, implementation, or procurement of information technology systems, and teleprocessing networks and/or systems.

**Associate**

Under general supervision, specialist positions perform a variety of tasks in connection with the analysis, development, installation, implementation, procurement, or support of information technology systems, multifunction automated office systems, microcomputer systems, and teleprocessing networks and/or systems; and/or act as project leader on information technology system studies, and/or participate with other analysts on information technology systems studies of complex nature or broad scope.

**WRITTEN TEST**

This examination will consist of a written test weighted 100%. The written test is based on the scope, listed below. In order to obtain a position on the eligible list a minimum rating of 70% must be attained. *Competitors who do not appear for this examination will be disqualified.*

**WRITTEN TEST SCOPE:**

**Written Test – Weighted 100%**

**A. Knowledge of:**

1. Principles of public administration, organization, and management.
2. Information technology systems equipment, software, and practices.
3. Analytical techniques.
4. Technical report writing.

**B. Ability to:**

1. Analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions.
2. Develop effective solutions.
3. Apply creative thinking in the design of methods of processing information with information technology systems.
4. Monitor and resolve problems with information technology systems hardware, software, and processes.
5. Establish and maintain effective working relationships with others.
6. Communicate effectively.

**VETERANS' PREFERENCE**

**Veterans' Preference** credits will be added to the final score of all competitors who are successful in the Written Test and who qualify for, and have requested these points. Due to changes in the law, which was effective January 1, 1996, **VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

**QUESTIONS?**

If you have any questions concerning this announcement, please contact the State Personnel Board, Examination and Selection Services Section, 801 Capitol Mall, Sacramento, CA 95814, (916) 653-1502, TTY (916) 654-6336.

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ANALYST (SPECIALIST)**

**03/26/07**

**GENERAL INFORMATION**

**It is the candidate's responsibility** to print a copy of their "notice to appear" and bring it to the test site on the day they are scheduled to take the examination that is on their notice to appear.

**If a candidate did not** print out their notice to appear, they may retrieve their notice on the State Personnel Board's website at: <https://forms.spb.ca.gov/aaaisa/>

**Applications** are available on the State Personnel Board's website at [www.spb.ca.gov/employment/exam\\_start.htm](http://www.spb.ca.gov/employment/exam_start.htm). Applications will only be accepted on-line for this examination.

**If you meet the requirements** stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and finger printing may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veterans' Preference:** California law allows granting of veterans' preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference points are on the Veterans' Preference Application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**CALIFORNIA STATE PERSONNEL BOARD**

**801 Capital Mall**

**Sacramento, CA 95814**

**(916) 653-1705 – TTY (916) 654-6336**